



Approved 5-12-2016

Administration Committee- Meeting Minutes March 3, 2016

CALL TO ORDER: 4:56 by Trustee Liddle

ROLL CALL:

<u>Committee</u> Trustee Liddle-(chair) Mayor Gunter Clerk Szymski Trustee Barker Trustee Addington Trustee Guzzo	<u>Staff</u> Manager May - liaison Attorney Zemenak Director Parker Chief Mulhearn Chief Weiss DC Reilly Director Crane Deputy Clerk Richards Director Ziegler Director Ramsey Director Liljeberg Director McIntyre
<u>Guests</u>	Various EMA members

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: January 7, 2016 minutes - a motion Trustee Addington and seconded by Trustee Guzzo. All ayes.

UNFINISHED BUSINESS:

1. Vending machines question: Results of survey of the train stations in the area having the machines? Deputy Clerk Richards presented the results of her survey of train stations on the BNSF line: Aurora, Downers Grove, and Naperville. Wheaton, on another line, also had vending. There was no issues reported by any of the communities. Supervisor Cates in Public Works does not believe we can support the power lines vending machines would need, in a good location. Manager May reported that the building has been checked out and there is no easy way to accommodate vending machines at the depot; so we would like to confirm that this is not an idea we will entertain. Trustee Liddle stated that this idea is off the books.
2. Flag Lowering: Manager May stated that this is still be investigated. Mayor Gunter asked about the American Legion? Manager May replied that the organization is discussing this item.

NEW BUSINESS:

- A. Municipal Code - Liquor license for grocery retail - Deputy Clerk Richards reported that we have different licenses applied to grocery retail between the various retailers in the Village. Our municipal code states that if the retailer has a liquor license, a separate business license is not required. This has not, however, been the practice. If this were to be followed, we would lose about 10% of our revenue through business licenses. Manager May stated that the code has been interpreted differently by different deputy clerks, we would like the code to reflect our current practice.

Deputy Clerk Richards stated this is seen with Mariano's and Standard Market. Mayor Gunter asked what would be easier to maintain? Deputy Clerk Richards replied that the renewals are automatic so that it didn't make a difference. The difference is the revenue - we would lose \$6,000.00 if we followed the code the way it is written.

Manager May said the topic has been reviewed with Attorney Zemanek, and there are a few places in the code he would like to "clean up" the language. Mayor Gunter asked when was the last time this was done? Manager May stated it was reviewed in 2001. This subject is being reviewed and will be brought back to you in a cleaned up form.

Attorney Zemanek explained that every business is required to have a general business license. There may be multiple licenses, however there should be a one standard fee. For example a bowling alley would have a general license and a bowling alley license, by having the bowling alley license we would waive the general business license fee. This makes it easier to categorize a business instead of having a lot of subcategories and confusion. The idea is to streamline the process, clean up the language, and review the fees, raising where needed.

Chief Mulhearn asked if there was a way to close down a business for not having a license. Attorney Zemanek replied that it was a drastic step, he would prefer to see if we can issue fines on a daily basis - planning to talk to the Village Prosecutor. Trustee Liddle asked if it was normal to have so many categories? Attorney Zemanek said that our categories were set by the IL Code, where we differed is the general business license for all businesses fits in with these categories. Trustee Liddle asked if we should be standardizing the fee paid for the various licenses? Attorney Zemanek stated that we would look at this when we did a fee review; in some cases like vending machines and pool tables are done on an individual basis per unit and it might be cleaner, however other businesses have a different impact and require more of an oversight. Standardizing this will make it easier for Deputy Clerk and the businesses.

Trustee Liddle asked if we need to recommend something right now? Manager May stated that this was addressed to let the Board know this was being looked into and will be presented.

- B. Part-time Benefits - HR Director Crane revisited the topic. 29 communities were surveyed asking about paid leave, sick time, and holidays. Of the 29 communities 13 communities provide paid vacation and paid holidays, while only 9 added sick time. Most provided on a prorated basis to employees that either work a certain number of hours or are IMRF eligible. Options and costs of various combinations of vacation, holiday, and sick time was presented based on the permanent part time employees the

Village currently has, not including paid on call fire employees.

Manager May stated that this idea was being looked at to enable the Village to retain and hire top part time employees. HR Director Crane pointed out that other municipalities offer this benefit. Trustee Liddle asked what was offered at this time. HR Director Crane replied that we offer nothing. Mayor Gunter described the Park District program, 1 year of service meeting the criteria receive 5 days of vacation and 6 predetermined holidays - increasing vacation to 10 days after 5 years. This makes the employees feel like part of the organization and has been very successful in retaining part timers. This is something that should be looked at, we are hiring more part time than ever before.

Finance Director Parker reviewed the costs and the budget numbers for part time employees. Discussing that employees currently try to make up the hours they take off on different days, challenging, so that the value of the paid time off figures are not a reflection of additional money needed in the budget, the cost of the hours are already calculated in the budget.

Trustee Liddle asked how many part time employees we currently have? HR Director Crane stated that this information was on the spreadsheet. Finance Director Parker said that currently there were 9 part time employees, excluding paid on call fire. Trustee Guzzo asked if they all worked 20 hours a week? HR Director Crane replied that it ranged from 12 hours a week to as high as 36 hours a week. Mayor Gunter asked what the threshold of the lowest amount would be? The answer was 20 hours, 1000 hours a year which is the majority of our part time employees.

Trustee Guzzo said that this is a positive step in keeping our part time employees, rewarding good employees. Trustee Liddle agreed remarking that we are not paying healthcare costs. Manager May stated this would be proposed in the budget.

The Fire Department has looked for ways to create incentives for the part time fire department. Chief Weiss discussed the foundation of the fire department as paying well and offer training. At this time, the part time fire staff has no retirement benefits, so being proposed is \$1.00 for every hour worked being put into a 401K annually on behalf of the employee. So if you work 1000 hours the employee will receive \$1000.00 in a retirement benefit. The amount required, based on the non pensionable staff is calculated at just under \$80,000.00 annually. Manager May stated that the thought is to match an employee contribution of a \$1.00. Mayor Gunter asked if our rates were competitive with other departments? Chief Weiss reported on the certified/noncertified part time list of applicants and the competition of union full time fire departments not allowing employees to have part time positions.

Trustee Liddle asked HR Director Crane why our part time firefighters were not in IMRF. Ms. Crane responded that the Village having a Fire Pension does not allow for IMRF participation. Mayor Gunter stated that if we did have part time IMRF participation it would cost the Village \$250,000.00 a year. Manager May remarked that the longer story has to do with IMRF changing the qualifying employee guidelines. The part time shift staff has no pension benefits, this proposal of \$1.00 per shift will be a part of the budget

discussion.

REPORTS: Trustee Liddle asked for reports; Manager May stated that there are reports, however time might run out so we will move through them quickly. Clerk's has already given the update, so Communication can begin.

Communication: The EIC (Trustee Barry) is working on the climate action plan, doing a rewrite of the plan that has been in existence for many years. Westmont First (Trustee Barker) subcommittees have a lot of new initiatives. Business Group is planning a Westmont Gold Card to have the Village receive contact information (emails) and ask businesses to give meaningful discounts. Charity subgroup is working on several resources for citizens with special needs and seniors. Volunteer subgroup (Trustee Liddle) is working on Each 1 Reach 1 - for volunteers are bringing in new volunteers and have a mentoring program. 100th anniversary committee is working on a video interviewing 100 people over the next 5 years for historical information. The website update is on hold due to the branding implementation, and that was suppose to take place this year with the vendor. We need to figure out if we should move forward or not with the update. Social media is moving forward, 10 posts this week already.

Human Resources: The federal 1095c forms have gone out by the first deadline, we did not use the extensions. Two mailings were done, one in December to let the employees know what this form will be and then in January the forms went out. The second phase of the compensation study is the performance management piece. This is the part we will be using for the merit increase, we are looking into this type of raise instead of just the general wage increase.

Information Technology: The 2 factor authentication was explained with an example of the prompt, showing a password request and the soft token variable password. Trustee Liddle asked when this would be going forward? Goal is May 1, 2016 along with the emergency server being housed with the Village of Schaumburg as security for a disaster. 40% of the employees are on a virtual desktop, allowing for remote work and the ability to fix problems remotely. Review of the grant received for the CCTV enable cameras being placed in various locations around village properties and security doors. Camera displays were shown, real time at various locations. Manager May asked about the VOC equipment problem, IT Director Liljeberg replied that the equipment at the fire stations and the analog system replacement to ip line between Westmont and Downers Grove at a cost to Westmont at \$120,000.00. Discussion of the old system, the vpm issue, the delay affects response time and information received. The purchase will need to be on both Westmont and Downers Grove to see it improve.

ADJOURN: 5:52 - Request for a motion to adjourn Chair Liddle. Motion to adjourn by Trustee Addington, second by Trustee Guzzo - all ayes from the committee.